



## Alabama Department of Economic And Community Affairs

FOB JAMES, JR.  
GOVERNOR

May 1, 1997

EDWIN L. GARDNER  
DIRECTOR

### MEMORANDUM

TO: CDBG Grantees

FROM: Jean D. Davis  
Chief, Planning and Economic  
Development Division

SUBJECT: Drawdowns for Construction

Effective immediately, no request for payment (drawdown) will be processed that includes construction unless the State has been provided a copy of the fully executed two page contract that indicates the amount of the contract and the parties thereto. This provides the State with evidence of compliance with Policy Letter No. 17, indicates appropriateness of payment, and provides information required for HUD mandated reports.

We appreciate your cooperation on this matter and look forward to a continued working relationship. Should you have questions concerning this requirement, please contact your assigned Program Supervisor or Paula Murphy at 334-242-5462.

JDD:PLM:md